

Organize your records: Guidelines for Training Activity

Do get rid of (when your administrative need for it ends):

- Copyrighted materials
- Reference materials not created by your agency
- Shared records maintained by the other agency—not yours
- Temporary drafts for only personal (albeit work-related) use (if final version exists)
- Personal correspondence (not work-related)
- Personal documents/files (not work-related)
- Transitory correspondence or tracking records

Do not get rid of:

- Temporary drafts distributed and used
- Correspondence about work business—even if it's in your personal account or on your personal device
- Records with any administrative, fiscal, legal, or historical value



Lorianne Ouder Kirk <louderkirk@utah.gov>

Questions about Email Retention

4 messages

Lorianne Ouder Kirk <louderkirk@utah.gov>
To: Lana Burningham <lburningham@ufa-slco.org>

Thu, Apr 28, 2016 at 9:28 AM

Lana,

When I teach training classes, I like to prepare content according to questions from the attendees. Do you or your coworkers have questions or ideas that you would like to discuss concerning email management?

Also, could you confirm the time?

Many thanks,

Lorianne Ouder Kirk

Utah State Archives
346 South Rio Grande St.
Salt Lake City, UT 84101
801-531-3860
louderkirk@utah.gov
recordskeepers.wordpress.com

Lana Burningham <lburningham@ufa-slco.org>
To: Lorianne Ouder Kirk <louderkirk@utah.gov>

Thu, Apr 28, 2016 at 9:36 AM

Yes, I think email conversation would be good. The best practices for organizing email?
The meeting is at 13:00. Would you mind coming at 12:30?
I assume you need the room set-up for a presentation?
Please send me any documents you would like printed and I can take care of it for you.
I am headed to a funeral and will not be in the office for the rest of the day.
I can call you tomorrow, if you would like to go over the training next week?
Thank you!

Sent from my iPhone

[Quoted text hidden]

Lorianne Ouder Kirk <louderkirk@utah.gov>
To: Lana Burningham <lburningham@ufa-slco.org>

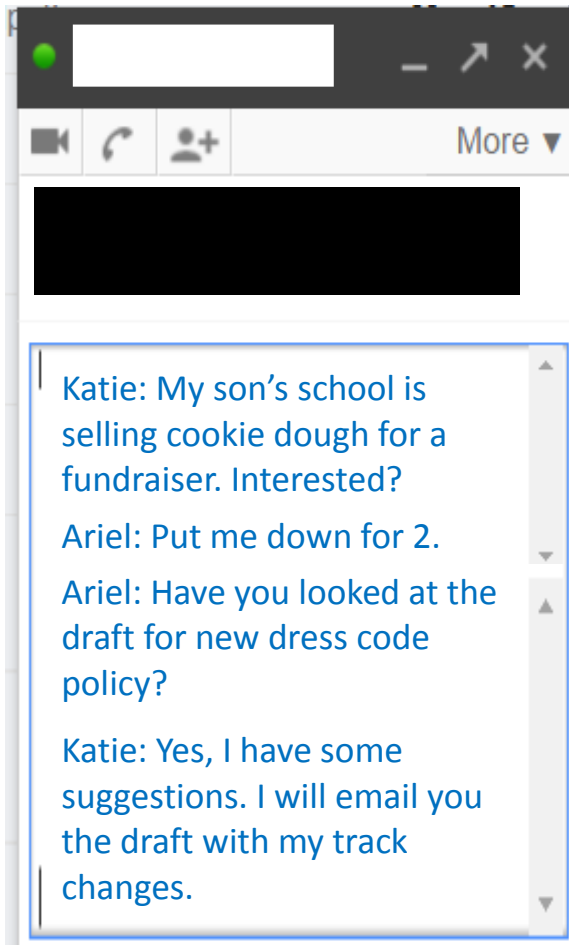
Mon, May 2, 2016 at 9:10 AM

Lana,

We are good to go on Wednesday. Here are the discussion points that I wrote down from our discussion this morning, if you think of anything else let me know!

- Electronic information can be a record based on Utah Code definition and content
- Subsequently email messages may be records
- Email records are subject to retention schedules
- General retention schedules for email records, how to apply

Best,



Katie: My son's school is selling cookie dough for a fundraiser. Interested?

Ariel: Put me down for 2.

Ariel: Have you looked at the draft for new dress code policy?

Katie: Yes, I have some suggestions. I will email you the draft with my track changes.



Lorianne Ouderkirk <louderkirk@utah.gov>

Fwd: Leave Salt Lake City at our lowest prices!

1 message

Rosemary Cundiff <rcundiff@utah.gov>
To: Lorianne Ouderkirk <louderkirk@utah.gov>

Mon, Mar 31, 2014 at 10:54 AM

----- Forwarded message -----

From: **Orbitz** <orbitz@my.orbitz.com>
Date: Mon, Mar 31, 2014 at 6:49 AM
Subject: Leave Salt Lake City at our lowest prices!
To: rcundiff@utah.gov

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Phoenix	<u>\$208</u>	Minneapolis	<u>\$258</u>
San Diego	<u>\$232</u>	New York	<u>\$303</u>

Subject: Rep. Harper's bill, please respond

Please find attached the initial draft for your review and comment.

Also, I need some additional information to complete the draft.

1. Does the definition of "entity" on lines 39-40 sufficiently target the organizations you had in mind?
2. The definition of payroll services on lines 77-78 is insufficient. Any suggestions?

After extensively questioning the person in our office responsible for payroll, I realize I don't know enough about the day to day payroll operations to draft an accurate definition for "payroll services" that distinguishes the functions that xxx employees perform related to payroll and the functions that employees perform related to payroll. Obviously, we don't want the bill to impede the accounting in doing its job.

24/7 GOVERNMENT

A LEGISLATIVE REPORT FROM
THE CENTER FOR DIGITAL GOVERNANCE

Enabling
access
to critical
information
and services
anytime,
anywhere



Daniel Schwartz,
NYC, New York City
Department of Transportation

CODES FOR CONTACTS

November draft 2014

POLICY: The Archives maintains contact information in the Content Management System (CMS or APPX). In order to assist the Archives in contacting the appropriate individuals the following mail type codes are being used to identify an individual's role and facilitate Archives contact.

CAO – CHIEF ADMINISTRATIVE OFFICER

Every governmental entity should have a chief administrative officer. Although there is no specific job title for the CAO, the law defines the duties of the Chief Administrative Officer. They are:

- To appoint one or more records officers (Utah Code 63A-12-103 (1)(2008))
- Ensure records officers receive required training (Utah Code 63A-12-103 (2) (2008))
- Oversee the governmental entity's records management program (Utah Code 63A-12-103 (4) (2008))
- Review and respond to public record request appeals (Utah Code 63G-2-401 (1)(a) and (4) (2008))

The role of the Chief Administrative Officer in the Archives internal process is:

- Approve records officers who have registered for the online certification test. *See procedure records officer certification*
- Annually review records officers' information recorded in CMS. *See procedure updating an agency's official contacts*
- Sign approval for retention schedules submitted to the State Records Committee for their approval. *See policy creating unique agency retention schedules*

CAD – Chief Administrative Designee

The CAO may delegate only one of his roles, which is reviewing and responding to public record request appeals (Utah Code 63G-2-401(9) (2008)). When a CAO has delegated the responsibility for reviewing and responding to an appeal related to public records requests, the individual who has been appointed to these responsibilities is recorded in the CMS under the code CAD (chief administrative designee). Most governmental entities do not have a CAD and CAO is always still recorded in CMS as usual.

The role of the CAD in the Archives' internal process is:

- When appointed, serve as a contact person for questions regarding the appeal of a denial related to a public records request.

ARO – APPOINTED RECORDS OFFICER

The Chief Administrative Officer of every governmental entity is required by law to appoint one or more records officers to work with the State Archives. By law the duties of the Appointed Records Officer are:

- To work with the Archives in the care, maintenance, scheduling, disposal, classification, designation, access, and preservation of records (63A-12-103 (2)(2008)).

The role of the ARO in the Archives' internal process is:

- To serve as the primary contact person for the governmental entity, and to respond to questions regarding public access requests, record retention schedules, and transferring of records to an Archives' facility.

DST – Destruction Officer

A destruction officer is a records officer who has been designated specific responsibility for approving the destruction of records. This code is only used if there is more than one ARO assigned to the agency. The State Records Center sends destruction notices to appointed records officers, however, when a governmental entity has more than one appointed records officer, DST is used to designate the one to which destruction notices should be directed. The role of the DST in the Archives' internal process is:

- Contact person the State Records Center to use to obtain authorization to destroy records that have met retention.

ERO – Exempt Records Officer

The code ERO, exempt records officer, is used in the CMS to identify records officers for the Legislature and courts who are exempt from the required certification according to Utah Code 63G-2-702 & 703 (2012). The role of the ERO code in the Archives' internal process is to document records officers for the Legislature and courts and to distinguish them from other governmental entities so that they will not receive automatically generated certification notifications.

THIS IS A DRAFT